

**Office of the Chief Executive Officer, Cantonment Board,
Badamibagh, Srinagar-190004**

LEAVE APPLICATION FORM

Name : _____

Designation : _____

Nature/ type of Leave: _____

Period : _____ W.E.F _____ TO _____

REASON FOR TAKING LEAVE

Dated:

Sign/thumb impression of
Applicant

LEAVE BALANCE AT CREDIT

i. Casual Leave : _____

ii. Earned Leave : _____

iii. HPL/Medical Leave: _____

Place

Sign of dealing

Dated

Name: _____

Designation: _____

RECOMMENDATION OF CONTROLLING AUTHORITIES

Recommended/ Not Recommended

Place:

Sign of controlling Authority

Dated:

Name:

Designation:

REMARKS OF SANCTIONING AUTHORITY

Sanctioned/ Not Sanctioned

Chief Executive Officer
Cantonment Board, Badamibagh